

## **CITY OF BURBANK**

### **SENIOR ELECTRICIAN**

#### **DEFINITION**

Under direction, to perform skilled electrical and mechanical work in the construction, maintenance, and repair of electrical facilities in electric and water utility systems; when assigned, to lead and direct a crew; and perform related work as required.

#### **ESSENTIAL FUNCTIONS**

Performs journey-level electrician work in the construction, installation, maintenance, and testing of equipment in electric generating plants, water utility facilities, communications systems, municipal buildings, electric switching and distributing stations and substations of customers; installs conduit for electrical facilities; moves and installs electrical and associated control equipment of all sizes; installs, splices, and terminates wires and cables; installs and maintains annunciator and alarm systems; works on energized high voltage circuits and equipment; repairs and maintains hoists; tests, repairs, and maintains safety protective devices, electric motors, generators, communication equipment, including fiber optics and other electrical and electronic devices; installs, maintains, repairs, and overhauls air conditioning, heating, and refrigeration equipment; installs and maintains street light systems; performs infrared testing on electrical equipment; tests, filters, and treats insulating oils and SF6 gas; reads and interprets construction blueprints, specifications, sketches, and schematic wiring diagrams; fabricates, forms, and erects bus and steel structures; prepares estimates for construction, maintenance, and repair projects; leads, trains, and directs a crew in the absence of the supervisor; reports to the supervisor on the status of the crew's work; coordinates work with other City departments and with outside agencies; performs print as-builds; follows proper safety procedures and ensures that other employees adhere to such practices; operates a computer with related software; exercises independent judgement and decision making skills based on standard policy or working procedures; prepares and maintains records and reports, both manually and electronically; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, transfers, and disciplinary actions as needed, up to and including termination; may be required to perform duties in the handling, cleanup, and disposal of hazardous materials; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of – the tools, methods, and materials required for the installation, maintenance, repair, and testing of electrical equipment used in electric and water utility systems; safety laws, rules, and regulations relative to electrical construction and maintenance; the hazards involved in working on energized equipment, and the

proper safety precautions to utilize when performing related tasks; principles and practices of sound personnel management and supervision; spelling, grammar, and punctuation.

- Skill in – diagnosing, testing, and repairing electronics and electrical systems; utilizing devices, tools, and equipment for electrical and mechanical work; operating modern computers and related software; exercising independent judgement and decision making skills based on standard policy or working procedures; personnel management and supervision.
- Ability to – follow oral and written directions; follow safety policies and working procedures; read and interpret schematic diagrams; supervise the work of others; work at heights greater than 30 feet; maintain records and reports; apply first aid and artificial resuscitation; effectively supervise, train and evaluate employees; communicate effectively, both orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Two years' experience as a journey-level electrician in the City of Burbank, including work on high voltage equipment.

**Special Conditions & Requirements:** Employees in this classification will be required to comply with the American National Standards Institute's requirements on Practices for Respiratory Protection; safety weight limitations mandated by vehicle and/or equipment manufacturers shall restrict the total body weight of any individual in this classification. COLOR VISION: Keen color perception.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment; a crane certification may be required based on job assignment. All required licenses and certificates must be maintained throughout employment in this classification.

## **SUPPLEMENTAL INFORMATION**

None.